North Dakota
Enterprise Architecture

Architecture Team Agenda
Red River Room, State Capitol
November 14, 2003   8:30 - 10:30 a.m.

Members Present: Jeff Carr, Kelly Klein, Marlys Jangula, Joe Herslip, Al Veit, Cindy Moos, Jeanette Hoffman, Gary Vetter, Kyle Forster, Sloan Thigpen, Glen Rutherford

Members Absent: Jerry Slag, Deb Salwei, Treva Beard, Dan Fisher, Tom Schroeder

Housekeeping Items, 8:30 - 8:35
1. Approval of 10/31/2003 Minutes
2. Review of Agenda
3. Meeting date replacement for 11/28/03

Standing Reports, 8:35 – 8:55
1. Architecture Review Board Update, Jenny Witham – 5 Minutes, 8:35 – 8:40
   - Dean Glatt presented preliminary service level definitions
   - Process Flow definitions are being reviewed – will be an agenda item at a future meeting
   - Impact of Microsoft Office System was discussed briefly
2. Domain Team Schedules Standing Report, DT Leads – 15 Minutes, 8:40 – 8:55
   - Kelly Klein – kickoff meeting for Desktop Domain and first real meeting was held; 10 attendees
     - Subgroup for Patch Mgmt was discussed
   - Marlys Jangula – 2 standards in draft mode and a best practice document
     - standards will be voted on in Dec. and January
   - Al Veit – standards review
   - Jeanette Hoffman – Drafting an agenda for resumed meetings
   - Gary Vetter – attempting to finish Impact statement for exchange migration and standards by end of the year.
   - Kyle Forster – App. Software is working on the tools list and voting for new Domain Team Lead.
   - Agenda item for next meeting – complete roles and responsibilities document review.

Old Business, 8:55 – 9:50
1. Scope of Server Domain Team, Jeff Carr – 20 minutes, 8:55 – 9:15
2. Compliance to Standards, Jenny Witham – 10 minutes, 9:15 – 9:25
   - Each Standard will include a section on non-compliance
   - template is available on the shared drive
   - Each Domain Team will recommend whether violations are High Risk or Required by State and/or Federal Law.
   - Glen asked how High Risk is identified; does not the standard speak for

itself?
- The Anti-Virus standard is an example of High Risk.
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Break – 5 minutes, 9:25 – 9:30

1. EPM Update, Jennifer Kunz – 10 minutes, 9:30 – 9:40
   - This is FYI, no action required
   - EPM is a process for coordinating projects
   - Adds value for agencies by defining best practices and developing a training program for project managers
   - EPM advisory group is a small group of project managers from a number of agencies
   - EPMO is a responsibility of ITD's planning division and runs EPM
   - Interface with EA is being developed.
   - Are currently working on best practices guide.
   - Are adapting the New York State Methodology and guide book with completion (hopefully) in January.
   - Large Project Oversight Standard – projects over $250,000 in one biennium or over $500,000 total.
   - Jennifer is soliciting comment; comments to Jennifer with a cc to Jeff Carr
2. Procurement Standards, Pat Forster – 10 minutes, 9:40 – 9:50
   - ITD is adopting the State Procurement manual and procedures.
   - All IT purchases must reference the agency's IT plan and any relevant standards.
   - Purchases not in compliance to standards require a waiver before the PO can be cut.
   - Purchases subject to this standard are defined by amount
   - outsourcing and hosting require ITD approval regardless of amount.
   - This standard does not apply to term contracts.

New Business, 9:50 -

1. Security Standard, Al Veit – 9:50 – 10:00
   - Intent of the standard is to assure that any device (workstation, server, handheld) will have current anti-virus software
   - infected files will be deleted
   - infected emails/attachments will be deleted.
   - Bulk of emails that are flagged as infected are identified by file type – eg. .exe, .vbs files are automatically removed. This protects us against new viruses not yet recognized by our AntiVirus software.
   - Why is there no guidance in this standard – eg. Which
2. Infrastructure Patterns, Standards, and Policies, Jeff Carr – 15 minutes 10:00-10:15
3. Office 2003, Collaboration, Work Flow, etc. - Jeff Carr and Gary Vetter, 15 minutes, 10:15 – 10:30
   - Concern is time and effort before January 1.

Next meeting discussion, 10:25 - 10:30

1. Friday, November 28, 2003, from 8:30 a.m. to 10:30 a.m. in Red River Room, State Capitol.
2. Friday, December 12, 2003, from 8:30 a.m. to 10:30 a.m. in Red River Room, State Capitol.